

**RECORDS RETENTION AND DISPOSITION SCHEDULE
GENERAL SCHEDULE NO. 22
LIBRARY RECORDS
LOCAL GOVERNMENTS AND REGIONAL LIBRARIES
PUBLIC LIBRARIES**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition conditions listed below:

APPROVED: Robert Nawrocki, CRM, STATE RECORDS ADMINISTRATOR

EFFECTIVE SCHEDULE DATE: 25 June 2004

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CONDITIONS FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§ 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the *Certificate of Records Disposal* (Form RM-3). A signed RM-3 must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 must be sent to Library of Virginia (LVA).
4. Any records created before the Constitution of 1902 came into effect (January 1, 1904) must be offered, in writing, to the LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from the LVA. A copy of the offer must be attached to the RM-3 form when it is submitted to the LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, audio-visual, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. All reformatting must be done in accordance with The Library of Virginia Guidelines for Electronic Records and Microfilm and with §§ 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Normally, destruction of confidential or privacy-protected records will be done by shredding or pulping. "Deletion" of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Electronic records must be "wiped" clean or the storage media physically destroyed.
9. Under the *Virginia Public Records Act*, (§ 42.1-79) the Library of Virginia is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. The Library may purge select records in accordance with professional archival practices in order to ensure efficient access.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Annual Reports</u> This series consists of a copy of the annual report of the state of the library and any other annual reports.	005634	Retain 5 years after report date, then destroy.
<u>Board/Trustee Records</u> This series documents the actions and activities of the local library board.		Refer to <i>General Records Retention and Disposition Schedule No. GS-19, Administrative Records</i> for retention periods.
<u>Building Management Records</u> This series documents the construction, operation and management of Library real property and equipment.		Refer to <i>General Records Retention and Disposition Schedule No. GS-16, General Services Records</i> for retention periods.
<u>Catalog Cards or Entries</u> This series consists of the description, identification and location of individual items within library collections.	005635	Retain until item withdrawn, returned or otherwise disposed of or as long as administratively useful, whichever is greater; then destroy card or delete entry. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Cataloging Statistics</u> This series consists of the routine reporting of cataloging work accomplished.	005636	Retain 1 year, then destroy.
<u>Cataloging Worksheets</u> This series includes temporary records created to enter data on new items into catalogs or to correct existing listings.	005637	Retain until new entries or cards verified, then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Catalogs, Library</u> This series consists of the entire collection catalog and/or its major subdivisions, including electronic catalogs. Refer to records series 005635, "Catalog Cards or Entries", for removal of specific items from catalog.	005638	Retain until entries in replacement system have been verified and conversion approved, then delete or destroy records.



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<u>Circulation Records - Item History</u> This series documents the circulation history of specific items within the collections.	005639	Retain as long as administratively useful, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Circulation Records - Patron History</u> This series documents the borrowing history of specific patrons.	005640	Retain as long as administratively useful, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Daily Sign In or Sign Up Sheets</u> This series consists of daily sign in/up sheets, if used, for control and statistical purposes. Includes sheets used to control use of computers or microfilm readers.	005642	Retain as long as administratively useful, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Facility Use Records</u> This series consists of the records of use of library facilities by outside users. Series may include meeting room calendars, reservation forms, correspondence, financial records and any supporting documentation.	005643	Purge relevant material 3 years after last action, then destroy.
<u>Fiscal Records</u> This series documents the routine accounting and use of library controlled funds.		Refer to <i>General Records Retention and Disposition Schedule No. GS-2, Fiscal Records</i> for retention periods.
<u>Grant Records</u> This series consists of the records of application for and responses to requests for grants, including federal, state or Gates grants. Also includes records of expenditure or use.	005644	Retain 5 years after grant denial, expenditure of all funds or as required by terms of grant, whichever is greater; then destroy in compliance with no. 8 on the schedule cover page.



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<u>Information Requests/Online Search Records</u> This series consists of patron requests and/or online searches for information from library reference staff or other employees. Includes in-person, telephonic or e-mail requests.	005645	Retain until response completed and any statistical logs are updated; then destroy. Destroy privacy protected information, if any, in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Initial Bibliographic Record</u> This series documents the creation of a bibliographic record on specific items in collections, when no standardized bibliographic record already exists.	005646	Retain until cataloging records updated and verified or longer if administratively useful, then destroy. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Interlibrary Loan Duplication Records</u> This series consists of the record of expenses to copy or duplicate materials for interlibrary loans and any reimbursement records.	005647	Retain 3 years after receipt or write-off of funds, then destroy.
<u>Interlibrary Loan Request Files – Borrowing Library, Duplicated Materials</u> This series documents the requests to other libraries for duplication of items in their collections. Includes any determination of fair use of copyrighted material.	005648	Retain 3 years after end of calendar year or until reimbursement cycle completed, whichever is greater; then destroy. Refer to § 108i, US Copyright Guide.
<u>Interlibrary Loan Request Files – Borrowing Library, Other Items</u> This series documents the requests to or from other libraries for loan of items from collections. Includes requests for loans, responses and supporting documentation.	005649	Retain 1 year after request date or until reimbursement cycle completed, whichever is greater; then destroy. Refer to § 108i, US Copyright Guide.
<u>Interlibrary Loan Request Files – Lending Libraries</u> This series documents the requests to or from other libraries for loan of items from collections. Includes requests for loans, responses and supporting documentation.	005650	Retain 1 year after request date or until reimbursement cycle completed, whichever is greater; then destroy.



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<u>Membership Records - Independent</u> This series documents the members and activities of local Friends of the Library and similar support groups providing assistance and funding to the local library. Includes independently incorporated groups.		Nonrecords per <i>Virginia Public Records Act</i> ; disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Membership Records – Library Sponsored</u> This series documents the members and activities of local Friends of the Library and similar support groups providing assistance and funding to the local library. Includes groups supported and sponsored by the locality library.	005651	Retain 3 years after end of fiscal year, then destroy in compliance with No. 8 on schedule cover page.
<u>Overdue Notices</u> This series consists of the sending of overdue notices to patrons and any responses or resolutions.	005652	Retain until item is returned or completion of any other resolution to problem; then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Patron Identification and/or Registration Records</u> This series documents the identification or registration of patrons and issuance of library or identification cards.	005653	Retain until registration is inactive in accordance with library policy, then destroy in compliance with No. 8 on schedule cover page. Disposal reporting on <i>Certificate of Records Disposal</i> (RM-3 form) not required.
<u>Personnel Records and Reports</u> This series documents human resources management functions as related to library staff.		Refer to <i>General Records Retention and Disposition Schedule No. GS3, Personnel Records</i> for retention periods.
<u>Public Access Restrictions</u> This series documents access restrictions placed on library materials and/or internet usage. Series may include policies, requests for reconsideration, correspondence, control mechanisms and other supporting materials.	005654	Retain 3 years after material becomes superseded or obsolete, then destroy in compliance with No. 8 on schedule cover page.



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<u>Special Gift or Donation Records</u> This series documents the acceptance and use of special gifts and donations, including equipment, funds or real property.	005655	Retain 5 years after expiration of grant or gift, final expenditure of all funds, or in accordance with terms of grant or gift, or as long as administratively useful, whichever is greater; then destroy.
<u>Staff Meeting Records</u> This series documents the actions and activities taking place at internal staff meetings.		Refer to <i>General Records Retention and Disposition Schedule No. GS-19, Administrative Records</i> for retention periods.
<u>State Aid Records</u> This series documents the expenditure of state aid to local libraries. May include vouchers, purchase orders, receiving documents, correspondence and other supporting documentation.	005656	Retain 3 years after end of fiscal year, then destroy.
<u>Usage Statistics</u> This series contains statistics collected on library usage, information requests and other activities.	005657	Retain until next annual report completed, then destroy.
<u>Vendor/Supplier Returns</u> This series documents the return of books, periodical or other library materials to vendors for reimbursement.	005658	Retain 3 years after reimbursement and/or settlement of accounts, then destroy.